

JULY - SEPTEMBER 2005
NUMBER 44

GOVERNMENT PURCHASE CARD NEWS

HOURS OF OPERATION

MONDAY - FRIDAY: 0730-1130, 1200-1600
WEDNESDAYS & TRAINING HOLIDAYS: 0730-1130
Phone: 910-396-4362
Fax: 910-396-3058

Special Interest Articles:

HOT TOPICS

DON'T ACCEPT THAT GIFT CARD

DID YOU KNOW

TRADE FAIR

LATEST FAQs

CONSTRUCTION, SERVICE PROJECTS OR SELF-HELP RENOVATIONS

FILE RETENTION

REBATES

FY 04: \$ 680,539.68

FY 05: \$294,937.86
(Thru 2nd QTR)

INTEREST PENALTIES

FY 04: \$491.32

FY 05: \$9,332.94
(Thru 3rd QTR)



Tell us how we are doing:
http://ice.disa.mil/index.cfm?fa=card&service_provider_id=91124&site_id=249&service_category_id=14

HOT TOPICS

THE UPDATED FORT BRAGG GPC REGULATION 715-3 IS OUT: Be sure to visit our website to download the updated 715-3. The 715-3 supplements the Army GPC SOP which regulates the GPC program.

You can locate both regulations on our website at

http://www.bragg.army.mil/www-doc/GovUser/GPC/GPC_reg.htm

ON-LINE TRAINING: The Fort Bragg GPC On-Line Web-based training has been updated! Remember, new Billing Officials, Alternate Billing Officials and Cardholders are required to complete the Fort Bragg GPC On-Line Training as well as the DoD Training through DAU. Current Billing Officials, Alternate Billing Officials and Cardholders are required to complete refresher training every two years.

NEW PROCESS FOR ACCESSING THE DAU TRAINING: There is a new process for accessing the DAU training site. For instructions visit our web site
<http://www.bragg.army.mil/www-doc/GovUser/GPC/PDF/4-05-GPC-OLT-Inst.pdf>



DON'T ACCEPT THAT GIFT CARD

There appears to be a new twist in incentives by merchants to attract cardholders to place repeat orders with the merchant. We have received inquiries from the field that cardholders are asking what to do with Wal-Mart gift cards that are being sent as "gifts" by merchants for placing orders with the merchant. Various types of merchants from lumber to office furniture have been sending Wal-Mart gift cards to cardholders.

Gift cards are not like refund/rebate checks that can be sent to the Resource Manager to apply to the unit/activity account for proper accountability.

The legal opinion points out that it is a wiser course to return the gift card to the merchant to avoid the appearance of an improper relationship or undue influence.

Any cardholder found using the gift for personal use shall be terminated as a cardholder and the appropriate disciplinary action taken.





Did You Know cardholders are not to purchase from merchants that use third party payment processes such as Paypal and others?

Cardholders are required to purchase from merchants that accept VISA as a form of payment in the merchant's name or the parent company of the merchant.

Third party payments result in higher costs to the government with added fees and the Army loses valuable credit card transaction data needed for surveillance of the GPC Program.



CONSTRUCTION, SERVICE PROJECTS OR SELF-HELP RENOVATIONS

Sometimes our customers have difficulty determining whether they are purchasing a service requirement or a construction requirement. The Federal Acquisition Regulation (FAR) and the DoD FAR Supplement (DFARS) references different labor standards for each type of requirement, and outlines specific guidance for construction and service contracts. In addition, there are also different Government Purchase Card (GPC) purchase limits for construction and service requirements.

DA Form 4283s must be completed and approved for ALL improvements/renovations to real property - to include painting, self-help projects, and carpeting. The POC at DPW Customer Service Branch can be reached at 396-4807. This is an item that is inspected during your annual GPC account reviews conducted by this office.

Acquisition regulations state that contracts must incorporate the Davis Bacon Act (DBA) for construction requirements over \$2,000.00. The DBA applies to construction, alteration, renovation, painting and repairs such as roof shingling, building structural repair and paving repairs. The Service Contract Act (SCA) applies to services such as installation of carpet, equipment maintenance, installation of equipment and other post support requirements. There are often "gray areas" where the type of requirement is unclear such as replacing broken windows, spot painting or minor patching of a wall. In those cases, you should use the following guidance in deciding how to define the type of requirement:

- Individual service calls or orders which will require a total of 32 or more work hours to perform shall be considered a repair (construction) subject to the DBA. The GPC purchase limit is \$2,000.00.



**FREQUENTLY ASKED QUESTIONS UPDATES
FOR THE LATEST INFO REGARDING, FAQs, REGULATIONS,
AND FORMS PLEASE VISIT OUR WEB SITE**

<http://www.bragg.army.mil/www-doc/GovUser/GPC/GPC.htm>



If you have suggestions for topics for the GPC newsletter please contact the editor via email: anne.m.talbot@us.army.mil



The GPC team would like to thank all those who attended the August 2005 Trade Fair. There were 79 vendors who participated in the event. Approximately 84 Cardholders, Billing Officials and/or RMs attended one of two briefings.

Special Thanks to our guest speakers, from DPW Environmental Sections, Garrison IR and NC Military Business Center.

Hope to see more attendance at our next Trade Fair, which will be held on 9 February 2006.

Stay tuned for more details.

GPC FILES ARE REQUIRED TO BE RETAINED FOR SIX YEARS AND THREE MONTHS

BOs are required to retain all original receipts, required administrative approvals, purchase requests, memo's and any other documentation to support their certified billing statements for six years and three months from the date of the certification per DA GPC SOP dated 31 July 2002.

Example:

A BO certifies the 23 March 2005 billing statement on 2 April 2005.

✚ The BO is required to retain the supporting documentation until 2 July 2011. NOTE: The files may be transferred to Records Holding until the files are eligible to be destroyed in 2011. However, the BO must retain at least one to two years of previous supporting documentation for review purposes.

✚ The BO must not take GPC files with them to their next duty station.

✚ The files must be transferred to the BO's replacement.

✚ If the BO account is terminated and not replaced the files may be transferred to Records Holding.

**THIS BULLETIN IS AUTHORIZED
BY:**

Garnette W. Davis